

ADAMS Program Initiatives Progress Report		
ADAMS Quality Measures	Recent Accomplishments	Current Initiatives
ADAMS System Information Technology (IT) Components		
Availability	<p><u>ADAMS 4.1 Upgrade</u> The recent upgrade of the ADAMS desktop was one step in the plan to bring the FileNet software to the most recent supported version of this vendor product. [Q3/FY04]</p> <p><u>Backup Access</u> In case of a failure of ADAMS TWFN computer operations, a backup system was installed in OWFN to provide ADAMS document management and search capabilities until the TWFN facility can be restored to service. [Q2/FY04]</p> <p><u>Disaster Recovery</u> An offsite disaster recovery capability has been put in place and successfully tested to allow search-and-retrieval access to ADAMS documents in case of the unavailability of headquarters services. [Q3/FY04]</p> <p><u>Migration to Windows XP (ADAMS 4.2)</u> ADAMS has been tested to ensure it operates correctly in the XP environment. [Q3/FY04]</p>	<p><u>Server Improvements</u> New hardware and software is being procured to improve system availability. [FY05]</p>
Performance	None.	<p><u>Server Improvements</u> New hardware and software is being procured to improve response times and reliability. [FY05]</p>
Quality of ADAMS System Information Technology (IT) Components (Continued)		

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Functionality	<p><u>Desktop Access to Older Documents</u> There are currently over 105,000 records in the Main Library that are dated prior to November 1999. We have now updated Legacy Library records with an indication that the document image can be retrieved from Main Library. The same is planned for the Public Legacy Library. [Q4/FY04]</p> <p><u>E-Rule</u> Issuance of the final rule on Electronic Maintenance and Submission of Information allows all NRC licensees/applicants to voluntarily submit documents electronically, resulting in fewer image-only documents and more searchable text. [Q2/FY04]</p>	<p><u>New Automated Tools for DPC</u> New tools will allow the DPC to assess whether documents received via Electronic Information Exchange (EIE) or on CD-ROM are submitted in accordance with the E-Rule guidance. [Q4/FY04]</p> <p><u>Planning for ADAMS 4.3 Desktop</u> Major changes under development include:</p> <ul style="list-style-type: none"> • Upgrading the “Create Report” functionality to make it possible to produce reports containing large numbers of documents. [FY05] • Upgrading the ADAMS Viewer capabilities. [FY05]
Ease of Use	None.	<p><u>Web-Based Search</u> A new search capability is under development for the ADAMS Main Library, the legacy libraries, and the Electronic Hearing Docket (EHD) similar to the Web-based search now available for PARS. [FY05]</p>

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ADAMS Support Services		
Policy and Procedures	<p><u>New Records Management Web page</u> A new records management Web page was established to provide a decision tree for determining Federal record status. See: http://www.internal.nrc.gov/RMB/ [Q1/FY04]</p> <p><u>ADAMS Desk Reference Guide</u> New version provides updated instructions for the staff. [Q3/FY04]</p>	<p><u>Update of MD 3.4, "Release of Information to the Public"</u> Will provide updated guidance for the staff. [FY05]</p> <p><u>Update of information about handling of e-mails as Federal records</u> Will provide updated guidance for the staff. [Q4/FY04]</p>
Training and Documentation	<p><u>Updated ADAMS Training Courses</u> Now available in PDC Training Center. [Q2/FY04]</p> <p><u>Developed Video Demonstrating Web-Based Search Interface for PARS</u> Available for staff use in the Regions and the Individual Learning Center. [Q2/FY04]</p> <p><u>ADAMS Desk Reference Guide</u> New version provides updated instructions for the staff. [Q3/FY04]</p>	<p><u>Reassess Training Aids and Support</u> Training and user support approaches will be reassessed in response to January 30, 2004, SRM resulting from the annual Commission meeting on OCIO programs. [FY05]</p>
Support Services	<p><u>ADAMS Support Center Staff Assistance</u> Assisted NMSS and OGC in the search for potentially relevant high-level waste documents not tagged with WM-00011 docket number. [Q3/FY04]</p>	None.
User Input	<p><u>ADAMS Public User Survey</u> A survey was posted on the public Web site for six weeks, ending June 30.</p>	<p><u>ADAMS NRC Staff and Public User Surveys</u> Analysis of feedback is underway. [Q4/FY04]</p> <p><u>Semiannual meetings of the ADAMS Public Users Group</u> Presentations at this and other stakeholder forums provide opportunities for feedback. [Ongoing]</p>

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ADAMS Capture and Distribution Services		
Timeliness of Document Processing	None.	<u>Security Group Membership Information</u> A new feature to facilitate updates will be implemented. [FY05]
Timeliness of Incoming Document Delivery to the Staff	<u>Implementation of the E-Rule</u> Documents submitted electronically in accordance with new E-Rule can be processed more quickly. [Q3/FY04] <u>Briefings on the E-Rule</u> Office-specific briefings were provided to small groups of program staff. [Q3/FY04]	None.
Timeliness of Public Release	None.	<u>Update of MD 3.4, "Release of Information to the Public"</u> Will provide updated guidance to the staff. [FY05]
ADAMS Collections and Profile Data		
Completeness of Document Collections	<u>Retrofitting Older HLW-Related Documents</u> Documents from the Legacy Library, from the Center for Nuclear Waste Regulatory Analysis, and from staff for potential submission to Atomic Safety Licensing Board's Licensing Support Network were added to ADAMS. [Q2/FY04] <u>Up-To-Date Guidance About What Should Be In ADAMS</u> A new records management Web page was established to provide a decision tree for determining Federal record status. See: http://www.internal.nrc.gov/RMB/ [Q1/FY04]	ADAMS Quality Control The staff is developing a more systematic approach for ensuring completeness and accuracy of the ADAMS record collections. [FY05] See also the policy and training activities under ADAMS Support Services.

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ADAMS Collections and Profile Data (Continued)		
Quality of Profile Data	<p><u>Profile Data Consistency</u> Continuous DPC efforts to review ADAMS Profile records and clean up errors to enhance staff's ability to retrieve documents.</p> <p><u>Profile Data Consistency</u> Once ADAMS 4.1 was deployed to all staff, values in the Author Name and Addressee Name fields became controlled values. This ensures consistent data entry and enhances staff's ability to search on these name fields because variations of names have been eliminated. [Q3/FY04]</p>	<p><u>Spell-Checker Capability</u> The DPC will be able to spell check the "Title" field in the ADAMS profile. [Q4/FY04]</p>